


KierWSP IMS	Process Number: 29	 Northamptonshire Local Access Forum
Procedure Title:	Meeting Minutes	

Meeting Title:	Northamptonshire Local Access Forum		
Meeting Date:	26 th July 2017	Location:	Angel Square, Northampton

Attendees		Apologies	
John Shenfield (Chair) - JS		Richard Taylor	
Leslie Elkington - LE		Gill Wells	
Chris Glasspool - CG		Debbie Taylor-Bond	
Bob Martin - BM		Cllr Ian Morris	
Tony Hoyle - TH			
Lisa Fell - LF			
Steve Rockall - SR			
Andrew Knapman - AK			
Jacqui Williams (Minutes) - JW			

Minutes			
		Actions	Action Deadline
1.	<p>Welcome and Introductions</p> <p>JS welcomed all to the meeting and offered apologies for Richard Taylor and Gill Wells.</p> <p>Potential new members (TH, SR, AK) were at the meeting and welcomed for their interest</p>	Note	
2.	<p>NLAF Governance Review</p> <p>The NLAF Governance Review Report was reviewed with the following items discussed (numbered as within Appendix 1 of July 2017 Report):</p> <p>1/2/3 – New potential members in attendance and a few more interested parties known. Will follow up formal appointment.</p> <p>It was agreed that delegates were required from canals/waterways and the farming community. JS confirmed that membership would be reviewed once regular NLAF meetings are scheduled and details added to website as proposed in table (appendix 2) in Report</p> <p>4 – It was noted that all current memberships expire at the end of August. JW to circulate application forms to current and new members.</p> <p>5 & 8 – It was agreed that meetings are to be held between 2 and 4 times per year. Dates to be finalised. JS specified not Fridays and to schedule meetings in order for a Councillor to attend.</p> <p>6 – it was agreed that the Chair and Vice-Chair will be appointed at the next meeting.</p>	<p>NCC</p> <p>Note</p> <p>JW</p> <p>JW / All</p> <p>Note</p>	
Reference No:MW-OP-29-01/04a		Rev Date: Mar 13	Rev No: 01
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	<p>7 – Declaration of Members interests is ongoing and the record will be maintained within minutes.</p> <p>9 & 10 – It was agreed that the minutes of meetings will be published on Northamptonshire Highways Twitter account and on the NCC website.</p> <p>It was agreed that the agenda for meetings will be published on Twitter and the NCC website as detailed above. It was further agreed that agendas and relevant reports will be sent to each Parish Council email address.</p> <p>LE to ascertain whether it is possible to publish a calendar of meetings on CIMAS and include in the NCC electronic newsletter.</p> <p>11 – Agree to Secretary function for the group being role as set out in new draft Terms of Reference (appendix 5). Secretary is to facilitate the group not do all the leg work, the group research things and the secretary will facilitate with actions as needed.</p> <p>12– Production of the annual report is ongoing. It was confirmed that the Annual Report is submitted to Cabinet for approval and that it should cover the period from April to March. The report must be agreed by the group prior to submission to Cabinet.</p> <p>13 – It was agreed that expenses will be paid for travel (home to office), parking and essential childcare. Members can submit expense claims for site visits as long as:</p> <ul style="list-style-type: none"> - The visit has been agreed in advance at a NLAFF meeting - In an emergency, the delegate MUST notify and gain agreement from the Chair (copied to Secretary). <p>Mileage claims will be based on calculations provided by the Bing! Online mapping tool. Expenses will be processed once per annum and must be submitted electronically to the Secretary. As per Appendix 6</p> <p>14 – Group to agree to new Terms of Reference as per Appendix 5 – add to Agenda</p> <p>The group agreed to use the standardised Agenda (appendix 3) and have a forward plan for items to help guide the group.</p> <p>It was confirmed that the NLAFF Governance Review was carried out in accordance with the Statutory Local Access Forums (England) Regulations 2007. It was noted that the DEFRA Local Access Forum information is guidance only.</p>	<p>Note</p> <p>JW</p> <p>JW</p> <p>LE</p> <p>Note</p> <p>JS</p> <p>Note</p> <p>JW</p> <p>Note</p> <p>Note</p>	
3. a	<p>Members Concerns</p> <p>JS advised that he would like to receive more information on the Rushden Lakes and Waterside developments, particularly</p>	<p>Note</p>	

	<p>regarding their impact on local wildlife. JS stated that he would like to see the condition and accessibility of riverbanks improved.</p> <p>TH asked if the Waterside Development is linked to the Greenway Project.</p> <p>JS advised that it is very difficult to get information from Developers and fears a lack of transparency.</p> <p>Following discussions regarding responsibility for roads and structures, it was decided that LE is to ascertain how NLAF members can access the Definitive Mapping tool.</p> <p>LE to request details of the Parish Path Warden Scheme from the ROW team.</p> <p>It was confirmed that Northamptonshire Highways cannot interfere or move equipment owned or operated by utility companies.</p> <p>It was noted that Rights of Way Officers are split between the three Northamptonshire Highways depots but that other Officers may undertake inspection when required.</p> <p>Following discussion regarding the effectiveness of Streetdoctor, it was decided that information should sought regarding the number of Streetdoctor events raised against the quantity of events rectified. LE advised that expectations had to be measured as maintenance is as per Network Management Plan which may not be the same as what the members would like. LE to investigate.</p> <p>JW to ascertain if any legislation exists to ensure streetlights are not obscured by vegetation.</p>	<p>Note</p> <p>Note</p> <p>LE</p> <p>LE</p> <p>Note</p> <p>Note</p> <p>LE</p> <p>JW</p>	
4.	<p>Forward Planning</p> <p>Major Scheme in Northamptonshire</p> <p>LE confirmed that public consultations for the Northampton North Orbital end on 4th August and is designed to consider two options:</p> <ul style="list-style-type: none"> - North West (Harlestone Road to Chapel Brampton) - Northern Orbital (Chapel Brampton to A43 north of Moulton) <p>LE confirmed that the consultation was well attended.</p> <p>It was confirmed that NCC is in the process of applying for funding for the Isham bypass.</p> <p>LE confirmed that she cannot discuss the specifics of a Compulsory Purchase Order (CPO) but assured the group that NCC would always prefer to negotiate with landowners and reach a mutually beneficial agreement.</p>	<p>Note</p> <p>Note</p>	

5.	<p>Next Meeting Date of the next meeting to be decided and circulated to all members.</p> <p>The following to be invited to the next meeting:</p> <ul style="list-style-type: none"> - Leon Jolly - Representative from the Definitive Map team - Representative from the Rights of Way team <p>LE reminded all that invites can be extended to specific teams or officers of the Council if notification is given in good time.</p>	<p>JW</p> <p>JW</p> <p>All</p>	
6.	<p>AOB JS extended his thanks to LE for the Governance Plan and her ongoing assistance. JS also extended an invitation for LE to attend further meetings.</p>	Note	
	Next meeting: to be confirmed.		